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ABSTRACT

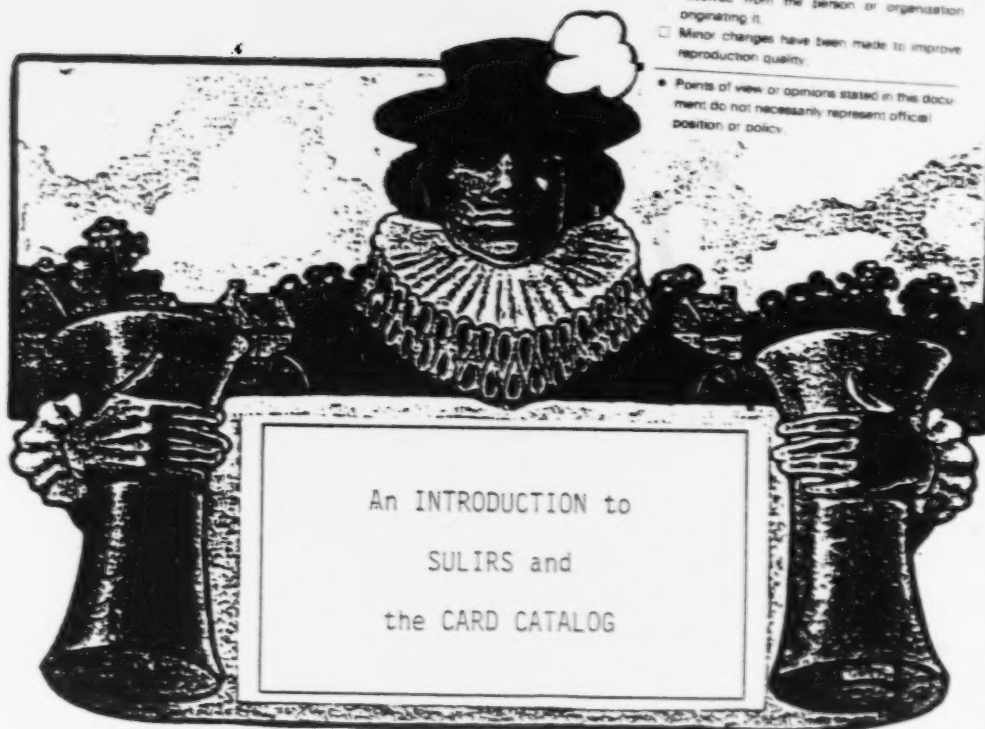
Used in freshman composition courses and some other introductory Syracuse University (SU) classes, the primary purpose of this illustrated workbook is to provide students with experience using the different features of the SU Libraries' online catalog, SULIRS. The workbook's self-paced exercises correspond to the text of two SU Libraries publications, Guide to the SU Libraries and SULIRS User's Guide. In addition to the SULIRS exercises, the workbook sends students to the card catalog, which provides access to older materials; asks students' help in preserving library materials; describes the organization of the main library building (including maps); and gives practice in the use of both the Dewey and Library of Congress classification systems. Addressed to the instructor of the course in which the workbook is used, a supplementary manual explains what the librarians hope bibliographic instruction will accomplish. It suggests other orientation and instructional materials available at the library and includes the workbook's answer key and an evaluation form. (Author/THC)

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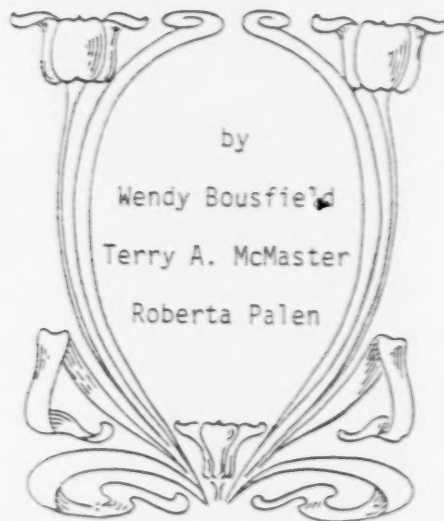
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An INTRODUCTION to
SULIRS and
the CARD CATALOG



by
Wendy Bousfield
Terry A. McMaster
Roberta Palen

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Wendy Bousfield

TO THE EDUCATIONAL RESOURCES
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JK 051385-

1.



HOW TO USE THIS WORKBOOK

Texts: Self-guided tour of Bird Library, an audio-cassette available at the Reserve Desk.

A Guide to Syracuse University Libraries

SULIRS User's Guide

An Introduction to SULIRS and the Card Catalog (this workbook)

Before coming to the library to begin this workbook, take the audio-cassette tour and read A Guide to Syracuse University Libraries. These will familiarize you with the physical locations of library departments as well as library services, policies and resources.

If you have read the Guide, the workbook should take you about an hour and a half to complete. Come to Bird Library equipped with the Guide to S.U. Libraries, the Syracuse University Libraries SULIRS User's Guide and these exercises. All three are available free from your instructor. You may ask the reference librarian for help at any point.

Completed workbooks should be turned in to your instructor, who has the answer key.

When you have completed the exercises and reading, you will

- be skillful users of the SULIRS terminals and card catalog;
- be able to locate books and other materials by call number;
- understand both the Library of Congress and older Dewey Decimal systems of classification;
- be sensitive to ways in which you can help keep library books, periodicals and research materials clean and damage-free.

11.



RELIMINARIES

Read: Guide to Syracuse University Libraries: "Overview," P.4;
 "General Information," p.5; and "Library Policies," p.5.

Exercise 1

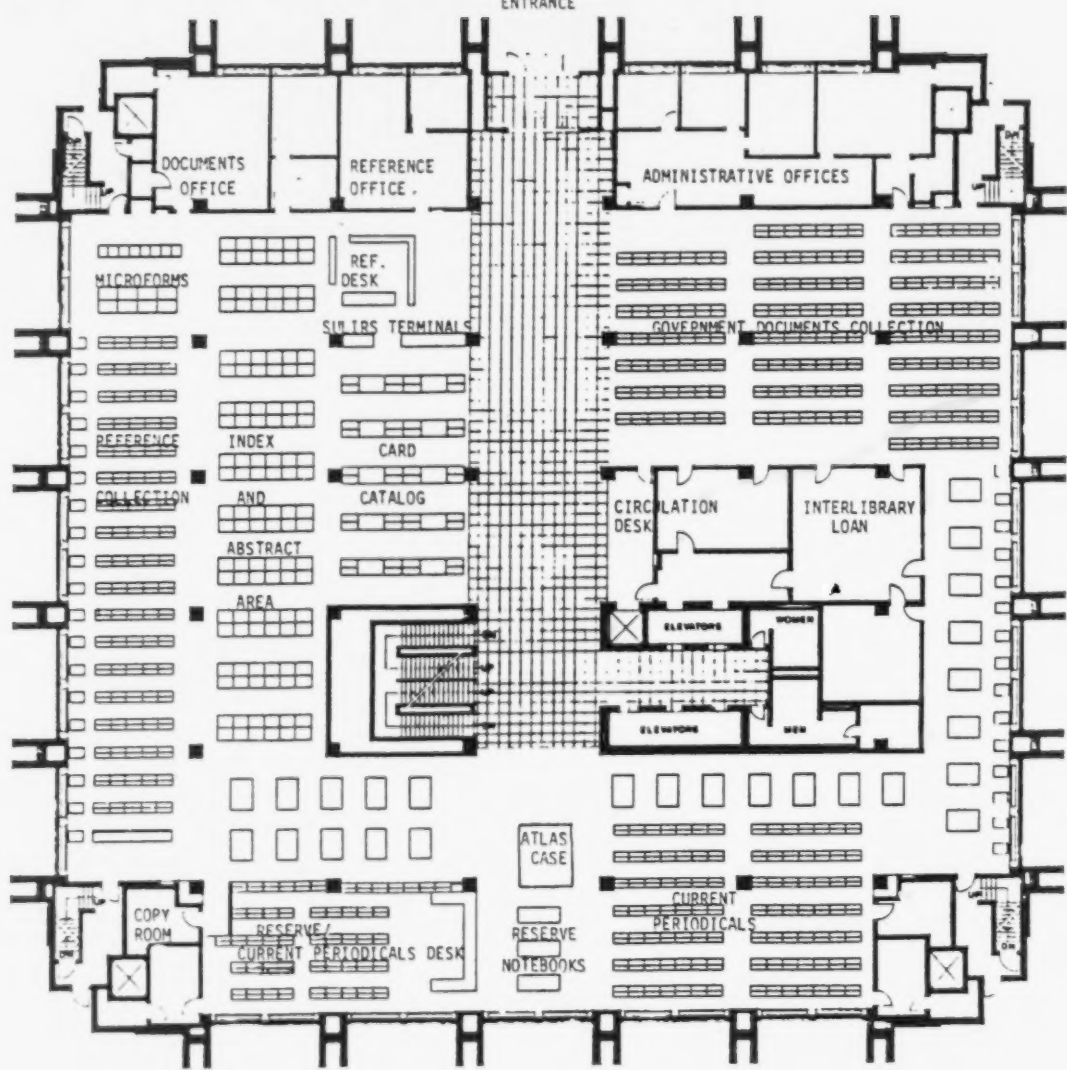
1. What general subject area is housed on the 4th floor of Bird Library?

2. Where are the science books? _____
3. You left your keys on one of the Bird Library study tables, but they are no longer there. Where is the Lost and Found?

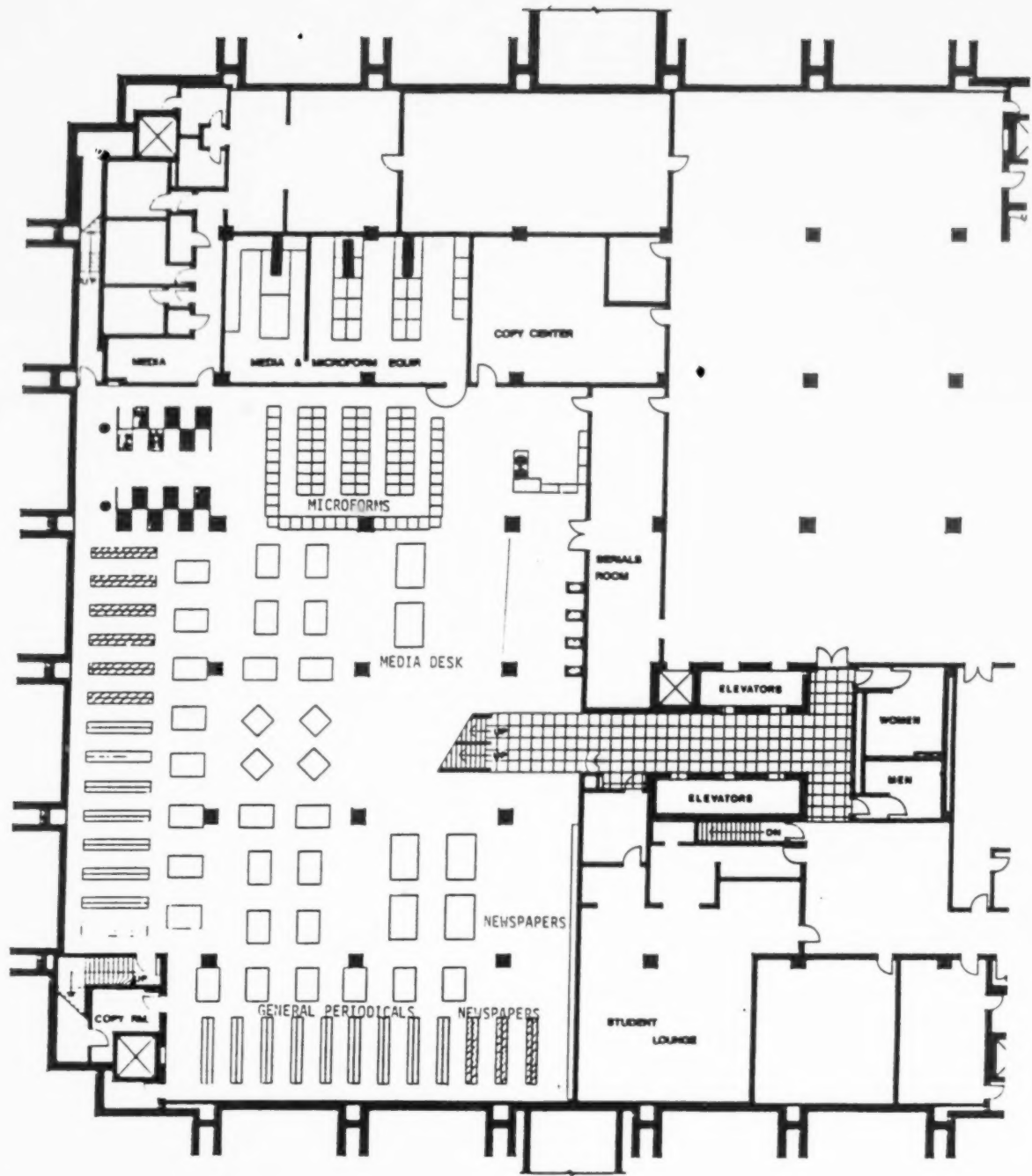
4. If you need help finding something in Bird Library, you should
 - a. call the campus information telephone extension.
 - b. follow a student who seems to know where he is going.
 - c. meditate.
 - d. ASK A LIBRARIAN.

E.S. BIRD LIBRARY
FIRST FLOOR

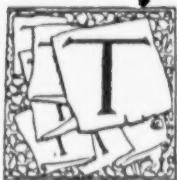
WAVERLY AVENUE
ENTRANCE



E.S. BIRD LIBRARY
BASEMENT LEVEL

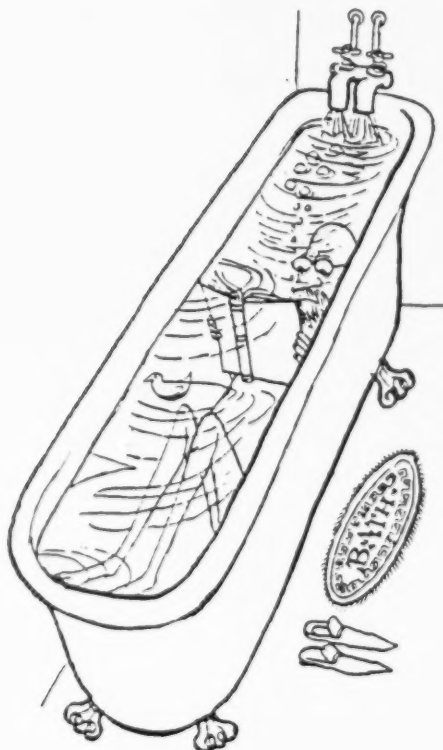


III.



THE PRESERVATION OF LIBRARY MATERIALS AT SYRACUSE UNIVERSITY

A Guide to the
Appropriate
Use of the
Library
System
and the
Materials
Housed therein



THE PROBLEM: Damaged materials...

QUERY: How can you help?



Library materials receive wear and tear through normal use.

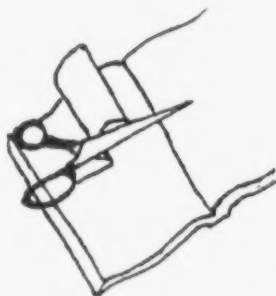
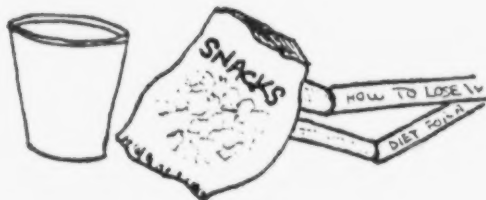
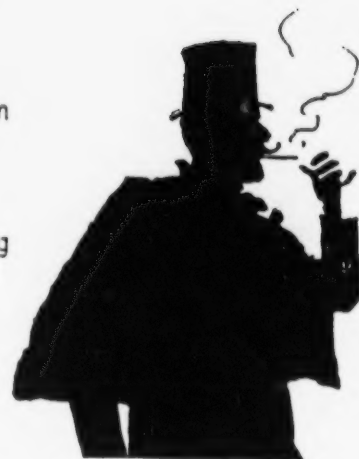
In addition, you can help by



--not marking or writing in or on materials;

--not eating, drinking or smoking except in the lounge;

--handling books with care.



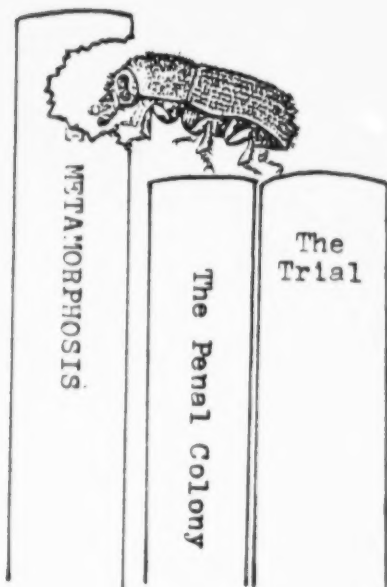
It is infuriating to find that the most important article on your research topic has been torn out by a thoughtless patron.



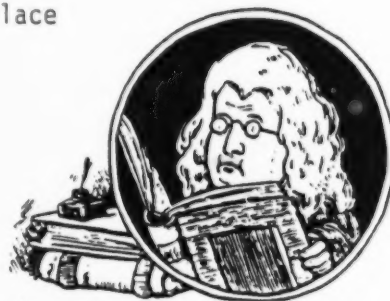


Smoking can cause
fire or activate
smoke detectors.

Food and drink can damage library
materials and can attract paper-
eating insects.



With your help, books and
journals will be there for
others to use, and we will
have a clean, quiet place
to study.



IV.



ACCESS TO THE COLLECTION

CALL NUMBERS

Read: Guide to S.U. Libraries: Introduction to "Access to the Collections,"
 "Call Numbers," and "Classification Systems," p. 6.

Finding the Correct Floor

The call number provides the book's "address," or location in the collection. Most works in the social sciences and humanities are located in the "stacks," or general collection on floors 2-5 of Bird Library. Materials in medicine, science and technology are housed in the Science and Technology Library and the various branch libraries devoted to specialized subjects--Mathematics, Physics, and Geology (see map, p. 10).

In the Syracuse University Libraries, books are found under two classification systems. Most books are arranged by Library of Congress (LC) call numbers. The first letter or letters in an LC call number generally determine the floor or branch library at which the book is located.

Older works may be classified by Dewey Decimal numbers. It is easy to tell a Dewey call number, because it begins with a number rather than a letter. The number or numbers before the decimal point (813.257 K16) determine the floor on which it is shelved.

The following chart outlines the arrangement of the collection. The dashes between letters or numbers mean "through": that is, C - CT means that books with call numbers beginning C, CB, CC, CD... through CT are located on the 5th floor.

Location of Library Materials

Library of Congress	(LC) Call Numbers	Dewey Decimal	Call Numbers
A - AI, AN	3rd floor Bird	000 - 299	3rd floor Bird
AM	2nd floor Bird	300 - 399	4th floor Bird
AP1 - 7	Basement Bird	400 - 489	3rd floor Bird
AP8 - 300	5th floor Bird	490 - 499	5th floor Bird
AS - AZ	4th floor Bird	500 - 570	Science Libraries
B - BX	3rd floor Bird	571 - 573	5th floor Bird
C - CT	5th floor Bird	574 - 649	Science Libraries
D - DX	5th floor Bird	650 - 659	4th floor Bird
E	5th floor Bird	660 - 699	Science Libraries
F	5th floor Bird	700 - 709	2nd floor Bird
G - GB 397	5th floor Bird	710 - 711	4th floor Bird
GB 398 - GC	Science Libraries	712 - 789	2nd floor Bird
GD - GV	5th floor Bird	790 - 799	3rd floor Bird
GV 398	Science Libraries	800 - 889	3rd floor Bird
H - HX	4th floor Bird	890 - 899	5th floor Bird
J - JX	4th floor Bird	900 - 999	5th floor Bird
K - KX	4th floor Bird		
L - LT	4th floor Bird		
M - MT	2nd floor Bird		
N - NX	2nd floor Bird		
P - PF	3rd floor Bird		
PG - PL	5th floor Bird		
PM - PZ	3rd floor Bird		
Q - QR	Science Libraries		
R - RZ	Science Libraries		
S - SK	Science Libraries		
T - TP	Science Libraries		
TR - TT	2nd floor Bird		
TS, TX	Science Libraries		
U - UH	5th floor Bird		
V - VH	5th floor Bird		
Z	3rd floor Bird		

Thus,

HT

111

.M96 would be on the 4th floor of Bird.

RC

209

.P7 would be in the Science Libraries.

296

M53 would be on the 3rd floor of Bird in the Dewey section.





Syracuse University Libraries

- | | |
|-----------------------------------|---------------------------------|
| 1. E.S. Bird Library | 4. Mathematics Library |
| 2. Science and Technology Library | 5. Physics Library |
| 3. Geology Library | 6. William C. Ruger Law Library |



xercise 2

Where would you find books with the following call numbers?

E	813.49	BF	HD	QP	ML
21	M97sp	699	30.412	376	111
.R938		.M43	.M36	.P7	.T88
			1982		

Library of Congress Call Numbers

A different Library of Congress call number is assigned to each book. The first two lines, called the classification number, represent the subject of a book. The third and any subsequent lines, called the book number, are an alphabetizing device; the book number usually represents the author or title of a book.

The following is the call number for Shigeru Egami's The Way of Karate:

GV ————— classification number
476 —————
.E35 ————— book number

On the 5th floor, you will find other karate books next to Egami's, all with the same first two lines of the call number.

Exercise 3

Go to the 5th floor, and examine the books with the following classification numbers:

E to E What subject is represented by these classification
51 99 numbers? _____



Arrangement on Shelf

The first line of an LC call number consists of 1 or 2 (in one subject area 3) capitalized letters of the alphabet. As might be expected, arrangement is alphabetical. Thus,

P		PT
32	is found on the shelf before	2
.M4		.A56

BF		BS
87	is found on the shelf before	9
.Q6		.C72

The second line is a whole number from 1 to 9999.0. It may include a decimal point. Thus,

PT		PT
32.7		113
.B972	is found on the shelf before	.R5
M22		

The third line comes after a decimal point and consists of one letter and a decimal number. There may be a fourth line with another combination of a letter and decimal number. A fourth or fifth line may be added, indicating year of publication. Thus,

TR		TR
456	is found on the shelf before	456 (because .627 is
.A627		.A8 smaller than .8.)
GV		GV
76		76
.R623	is found on the shelf before	.R7
M367		
1982		

Exercise 4

Arrange the following call numbers in the order in which they would appear on the shelves:

PN	B	PT	PT	B	PN	B
1411	1649	75.2	73	1649	1141	1649
.A14	.R94	.D35	.A648	.R94	.A3	.R932
	A32	1970	J7	B34		
	1967					



What to do when you don't find a book

Not in SULIRS or the card catalog:

If you don't find a listing for the book you are looking for on the SULIRS terminal or in the card catalog:

1. the S.U. Libraries may not own it; or
2. there may be a problem with the way you are looking it up.



Since a small mistake in spelling or wording of a title or author's name can "bury" a book in SULIRS or the card catalog, you should consult a reference librarian if the book you need doesn't seem to be listed.

Not in the S.U. Libraries

If the book you want is not owned by the S.U. Libraries, you may,

1. ask a reference librarian to help you find books on the same subject; or

2. look for it in the Onondaga County Public Library System or at the Lemoyne College Library. The Public Library will allow students to check out a book immediately if they present two forms of identification, one with a Syracuse address. Lemoyne requires only the completion of a guest borrower form.

Not on the Shelf:

If you checked the shelf and found similar call numbers, but not your book,

1. check SULIRS. The entry should tell you whether a book is checked out and, if so, the date it is due back:

BENNETT, LERONE, 1928-

WHAT MANNER OF MAN; A BIOGRAPHY OF MARTIN LUTHER KING, JR.

CHICAGO, JOHNSON PUB. CO., 1968, c1964

E185.97.K5B4 1968 c. 3 ; 5TH FLOOR - BIRD; IN CIRCULATION -

DUE 5/15/86

The King biography is in circulation, or checked out, and is due back in Bird Library on May 15, 1986.

SULIRS will also inform you if the book has been removed to a special location. For example:

RODGERS, RICHARD

PAL JOEY

M1503.R684P3 1962; 2ND FLOOR - BIRD; RESERVE ROOM - 1ST FLOOR - BIRD

2. Check the CIRCULATION INQUIRIES TERMINAL at the Circulation Desk, which contains all books checked out from S.U. Libraries, including those listed in the card catalog but not in SULIRS.

If the book you want is checked out, ask Circulation to notify you when it has been returned and hold it for you. If the book is neither checked out nor on the shelf, you may ask Circulation to hunt for it. Searches for misplaced books take several days.

V.



ULIRS

Read: Guide to S.U. Libraries: "SULIRS" and "SULIRS Display," pp. 6-7;
SULIRS User's Guide.

SULIRS includes:

Books

Theses and dissertations

Periodical titles

Newspaper titles

Maps

Films and other audio-visual
 materials

SULIRS does NOT include:

Articles in periodicals or newspapers

Essays in collections

Plays, stories or poems in anthologies

Telephone directories

College catalogs

Annual reports of corporations

Most U.S. government documents

The reference librarians will help you locate materials not found on SULIRS. In general, SULIRS includes titles of separately published works, whether they are in print or another media. SULIRS does not list titles that are part of, or included in, a longer work.

The following exercises illustrate features of the SULIRS online catalog in the same order in which they are presented in the SULIRS User's Guide. It would be a good strategy to read about a particular aspect of searching, then do the relevant exercises.



Exercise 5.



1. HELP

- a. You wish to locate a book that you read several years ago, but you remember only a few words in the title. How can you find it? Type HELP TI.

- b. Type HELP NEWS. Name one new development in the SULIRS system.

- c. Type HELP ALL. Select one of the HELP messages and write an example that would help new users of SULIRS understand that particular feature of the system.

2. Search Codes

- a. How many books do you find on SULIRS written by Shirley MacLaine? _____ Write down the title, place of publication, publisher and date of one of them.

(If you are looking for books by an author who published before 1971, you need to check both the card catalog and SULIRS for a complete list of titles held by the S.U. Libraries.)

- b. The fewer words you use in a SULIRS search, the less chance you will have of making an error. Articles ("a," "the") and other short, common words should always be omitted. Usually, a title search need include only two or three words.

Type: TI; CONSCIENCE TACTICS. What is the title of the book you found?

- c. To search for books by subject on SULIRS, you may use either the prefix WD; or SB;. Since the prefix WD; searches not only the assigned Library of Congress subject heading, but words in the title as well, you will probably get a longer list of holdings than with a SB; search, which calls up works by LC subject heading alone.

COURTSHIP OF ANIMALS is an LC subject heading. (In searching SULIRS, the "OF" would, of course, be omitted).

Using a SB; search, how many books did you find? _____

How many did you find using WD;? _____



Write down the author, title, place and publisher of the book or books that appear on the WD; but not the SB; list.

- d. On SULIRS, you may search either a whole call number or the first two or three lines. Type: CN; QE522. What is the subject of books in this class? _____

At which branch library are books in this subject found?

3. Combining Searches

How many books by ISAAC ASIMOV are listed on SULIRS? _____

How many of these books are on ASTRONOMY? _____



4. Partial Word

Type WD; COMIC BOOKS. How many items did you find? _____

By truncating, or using the plus (+), you may call up both singulars and plurals (ELEPHANT +, PARENT +) or multiple forms of a word (CHILD + for CHILD, CHILDREN, CHILDHOOD). Using the above example, how many additional entries did you find by truncating BOOK (COMIC BOOK+)? _____

5. Refining a Search

How many books do you find on SULIRS under the subject heading (SB;) POPULAR LITERATURE? _____ Using the AND qualifier, limit your search to the subject SEX in POPULAR LITERATURE. How many items did you find? _____



6. Expanded SULIRS Display

Jack Rennert's 100 Years of Circus Posters (N 8217 .C3 R4) reproduces circus art from the late nineteenth to the mid-twentieth centuries. Using an author, title, or call number search, call up the SULIRS record for this book. Display the record, and write down the subject headings assigned by the Library of Congress. _____



Using a subject search, how many entries did you find under each heading? _____





LIBRARY OF CONGRESS SUBJECT HEADINGS

There are two ways to find the subject heading or headings that pertain to your topic. First, as you did with the Rennert book, display the record of a recent book on your topic, and try subject searches with the headings assigned it. Second, you may consult the Library of Congress Subject Headings, a two volume set of large, red books, found next to the SULIRS terminals on each floor.

The LC Subject Headings provides terms that may be used both in the subject section of the card catalog and on SULIRS.

For example,

- Adoption (Direct) (HYST)**
 sa Children, Adopted
 Foster home care
 Interracial adoption
 x Child placing
 xx Children—Law
 Foster home care
 Foundlings
 Guardian and ward
 Impediments to marriage
 Parent and child (Law)
 -- Domicile
 See Domicile in domestic relations
 -- Juvenile literature
 -- Personal narratives
 -- Research (Direct)



Bold face type means that **ADOPTION** is an LC subject heading.
 The "sa" (see also) directs you to additional related headings.
 The "x" lists terms that are not subject headings.
 The "xx" directs you to broader or more general headings.
 The dash "--" indicates compound headings: **ADOPTION -- RESEARCH**.



Exercise 6



1. You have read that the death penalty is carried out in some states and wish to learn more on this subject. Using the LC Subject Headings, find the heading or headings you might use to find books on this topic.

2. You are thinking of medical school, but are worried by the rising costs of medical malpractice insurance. What term or terms does the LC Subject Headings provide?



ard Catalog

Read: Guide to S.U. Libraries: "Union Card Catalog,"
pp. 6-8.

Exercise 7

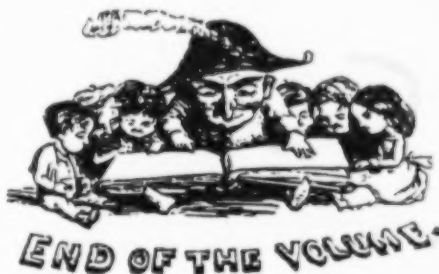
1. Look up "ALLEN, WOODY" in the author/title section of the card catalog. (On SULIRS, an author's name may be entered in any order. In the card catalog, however, you must look under the last name first.)

How many of his books do you find? _____

How many books about "ALLEN, WOODY" do you find in the subject section of the card catalog? _____

2. How many books on KARATE do you find in the card catalog?

3. Look up the Short Story Index in the card catalog. Where is it located? _____



ENGLISH COMPOSITION--SULIRS WORKBOOK

INSTRUCTORS' EVALUATION

1. What suggestions do you have for better integrating the teaching of library skills into English 101?

2. Please comment on the amount of information covered and the length of time it took students to complete the workbook. Should it be shorter, longer, or about the same? If shorter, what should be omitted? If longer, what should be added?

The following is a list, in priority order, of what the librarians designing the library use instruction unit wished to accomplish. Please assign each statement a "grade," representing the degree to which you believe each goal was realized. Please also share with us any suggestions you have for improvement.

3. The library unit improved students' attitude toward the library and made students more comfortable asking librarians for assistance.

A B C D F

Comments:

4. The library unit introduced students to finding books through SULIRS and the card catalog.

A B C D F

Comments:

5. The library unit gave students some sense of the kind of information available at an academic library and, more generally, of the library's role in the career of a successful university student.

A B C D E F

Comments:

6. The library unit introduced the instructors to the Syracuse University Libraries and to the support services offered to faculty.

A B C D E F

Comments:

Please return to: Marcella Stark
Coordinator of Instructional Services
Area Studies Department
Bird Library

To the Instructor:

An INTRODUCTION to

SULIRS and

the CARD CATALOG



To the Instructor:

SCOPE AND PURPOSE

Introduction to SULIRS and the Card Catalog is designed to teach beginning SU students the process that begins with searching the on-line or card catalog and ends with obtaining a book or books on the shelf. While, to many of us, these skills may seem second nature, librarians often meet students who consider the library so intimidating that they have avoided it until upper division or even graduate courses. We have designed this workbook for freshman composition students because we think it important that, as early as possible in their college career, they become equipped to explore the library's resources. If students are to develop the habit of going beyond assigned texts to explore a theory or subject, they must know the library.

We have limited this workbook to SULIRS and the card catalog because these processes seem most fundamental for beginning students. Earlier versions of the workbook, which also included exercises introducing students to the services and physical layout of Bird Library, were deemed too long for use in English 101. If there is sufficient support on the part of the freshman English administration and instructors, we will design two additional workbooks. One will be devoted to Bird Library's departments and services. The other, for use in English 102, will introduce students to the process of finding newspaper and periodical articles.

PROCESS

Each instructor will be assigned a librarian, who will provide the following free of charge: Introduction to SULIRS and the Card Catalog (workbook), Guide to the Syracuse University Libraries, and SULIRS User's Guide. "Your" librarian will visit the class to give a ten minute introduction to the library. If the class comes to the library in a group to do the workbook, the librarian may also schedule that time to answer students' questions. In addition, the instructor and librarian may wish to meet early in the semester to discuss how best to integrate the SULIRS workbook into the structure and assignments of a particular class. Some instructors experimenting with an earlier version of the workbook assigned it in conjunction with a unit in which students considered the ways in which computers are reshaping social institutions, including libraries. The instructor and librarian might design other follow-up exercises or tie-ins with reading and writing assignments.

We strongly recommend that, before coming to the library to do the workbook, students take the audio-cassette tour, available at the Reserve Desk. (Instructors might also benefit from this introduction to the services and departments on the first and basement levels of Bird Library.) Prior to the workbook,

students should also be asked to read the maroon-covered Guide to the Syracuse University Libraries. With these preliminaries, students should take, at the most, an hour and a half to complete the exercises. An answer key (following) will be provided each instructor. Since, however, new books are added to the Syracuse University Libraries all the time, the count of books in given subject areas is subject to change.

COMMUNICATION

Since bibliographic instruction for the freshman composition sequence is still in the planning stages, we will be most grateful for any feedback. Did anything about the workbook seem especially successful? Did any aspect of the presentation bomb? We have included an evaluation sheet, and we thank you in advance for completing it and returning to the Coordinator of Bibliographic Instruction.

AN INTRODUCTION TO SULIRS AND THE CARD CATALOG:

ANSWERS TO EXERCISES

Exercise 1

1. Social Sciences.
2. Science and Technology Library, Geology Library, Mathematics Library, or Physics Library.
3. Circulation Desk, first floor, Bird Library.
4. d), of course, but this point cannot be stressed too often.

Exercise 2

E	813.49	BF	HD	QP	ML
21	M97sp	699	30.412	376	111
.R938		.M43	.M36	.P7	.T888
			1982		

5th floor	3rd floor	3rd floor	4th floor	Science and	2nd floor
Bird	Bird	Bird	Bird	Technology	Bird
				Library	

Exercise 3

Native Americans.

Exercise 4

B	B	B	PN	PN	PT	PT
1649	1649	1649	1411	1141	73	75.2
.R932	.R94	.R94	.A14	.A3	.A648	.D35
	A32	B34			J7	1970
	1967					

Exercise 5

1. HELP SCREENS

- a. If you do not know the full title, type any words you remember.
- b. Use of the "NOT" operator to exclude terms from a search.
- c. Student constructs his or her own example.

2. SEARCH CODES

- a. Bird Library has two books by Shirley MacLaine: You Can Get There From Here. New York: Norton, 1975.
Out On a Limb. Toronto: Bantam Books, 1983.
- b. Civil Disobedience: Conscience, Tactics, and the Law.
- c. SB; 4 WD; 5
Fogden, Michael. Animals and Their Colors: Camouflage, Warning Coloration, Courtship and Territorial Display, Mimicry. NY: Crown, 1974.

d. Subject: Volcanoes. Location: Geology
Library.

3. COMBINING SEARCHES

Asimov: 50 Asimov on Astronomy: 2

4. WD; COMIC BOOKS: 35 WD; COMIC BOOK+: 38

5. REFINING A SEARCH

SB; POPULAR LITERATURE: 57 AND SB; SEX: 2

6. EXPANDED SULIRS DISPLAY

CIRCUS IN ART; 2 POSTERS; 79.

Exercise 6

LC SUBJECT HEADINGS

1. CAPITAL PUNISHMENT

2. INSURANCE, PHYSICIANS' LIABILITY

Exercise 7

CARD CATALOG

1. One book by Woody Allen; 3 books about him.
2. Three books on KARATE.
3. First floor Reference.